GE LETTER OF REPRIMAND TEMPLATE

[Date]

[Name]
[Title]
[Campus Address]

Dear [Name],

This letter constitutes a written reprimand under Article 16 of the GTFF CBA for [short description]. This behavior is in violation of [list applicable policies, CBA provisions, etc.]

This reprimand follows reports that [describe specific conduct. Includes dates and times when possible].

Prior to issuing this reprimand, I [describe efforts to determine facts. Describe meeting with GE including who was present. Describe what was reviewed and considered prior to issuing letter.]

In the future, I expect [describe expectations].

It is important you understand that if your behavior in these areas does not improve, the unacceptable behavior is repeated, or future violations of other policies or rules occur, further disciplinary processes and sanctions may be pursued up to and including termination.

This letter will be placed in your personnel file maintained by [School/College] for a period of five years, per the applicable record retention schedule. If you wish to appeal this action, you may do so consistent with the grievance procedure, which is located in Article 13 of the CBA. Additionally, you have the right to file a rebuttal to this reprimand that will be kept in your personnel file for the same period of time this reprimand is filed there.

Finally, I would also like to remind you of some of the resources available, including the University of Oregon [Counseling Services](https://counseling.uoregon.edu/individual-therapy) and [Crisis Support](https://counseling.uoregon.edu/crisis-support). The university offers a number of resources to help employees navigate concerns both professionally and personally. You may wish to consider taking advantage of UO’s Employee Assistance Program (EAP). This program provides help for employees with issues that are not necessarily workplace-related. For example, counseling services are one of the services available for free from the EAP. Employees can use these services without notifying their employer. Your participation in this program is voluntary and confidential within the boundaries of the provider’s professional obligations. You may contact the EAP at 1-800-433-2320 or find more information at <https://hr.uoregon.edu/employee-assistance-program>.

Despite these concerns, I value you as a colleague. I very much hope that we can move forward in a positive way. If you need assistance in identifying resources that will aid you in complying with these expectations, please let me know.

Sincerely,

[Supervisor Name]

[Title]

*GE signature confirms only that the supervisor has discussed and given a copy to the GE and does not indicate agreement or disagreement.*

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Signature of Employee Date

cc: Personnel File

Employee & Labor Relations

[List of policies at issue and their links to those policies]